No.

NO. C-642

Page

\_\_\_\_

#### RECORDS RETENTION AND DISPOSAL SCHEDULE

No. 1603

Agency Division St. Mary's County Civil Defense Item Description Retention No. 1 Annual Reports Original copies of the annual report submitted to PERMANENT. Retain in office to County Commissioners. 5 years, then transfer to County Records Center and Archives.\* 2. Budget Reports PERMANENT. Retain in office Copy of annual budget proposal made to County Commissioners. Contains information not in 5 years, then transfer to annual report and is different from actual County Records Center and Archives. \* operating budget. 3. Chronological File Copies of all materials sent from the office, 5 years. Retain in office 2 years, then transfer to includes correspondence, memoranda, and payroll County Records Center to be sheets. held for 3 years, then destroy 4. Payroll and Leave Sheets Departmental copies of payroll and leave record Retain in office 3 years, forms. then destroy. 5. Personnel Records - Noncurrent Retain of office 3 years, Personnel files containing w-4's, letters of commendation, displinary actions, departmental then transfer to County notices for former employees. Records Center to be held for 7 years, then destroy. 6. General Office Files Office files containing radiological reports, Architectural materials building maintenance information, office (blueprints, etc)-PERMANENT\* construction records, and printed materials. All other files retain in office 2 years, then transfer to County Records Center for 3

Schedule approved by Department, Agency, or Division Representative

Many Archivist

Schedule authorized by years, then

Date 7/18/99

destroy.

Signature 'Title '

6. Oliver Hunter

Date

### RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation sheet)

Schedule No. C-642

Page No.

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	Item No.	Description	Retention
j	7.	EMA/PMA	
		Financial records including copies of vouchers and bills paid. Organized into bills receiving State or Federal funds and those deemed non-eligible.	7 years. Retain in office 2 years, then transfer to County Records Center to be held for 5 years, then destro
	8.	Advanced Life Support	
		Financial records for the Advanced Life Support Program, includes copies of vouchers and supply requests.	Retain in office 3 years, then destroy.
!	9.	CommunicationsDaily Logs	
, )		Logs listing each call received and dispatched through central communications. Entries contain time, type of call, location of call, what agency responded, and operators initials. Also provides 24 hour work log identifying operators on duty.	PERMANENT. Retain in office 2 years, then transfer to County Records Center and Archives. *
	10.	CommunicationsFire Logs	
	,	Ledgers/notebooks listing time, unit responding, and messages (why called, when out, when arrived, etc.) called into central communications.	PERMANENT. Retain in office 3 years, then transfer to County Records Center and Archives. *
	11.	CommunicationsMILES/TTY logs	
		Maryland Intrastate Law Enforcement System logs and teletype communications logs.	PERMANENT. Retain in office 2 years, the transfer to County Records Center and Archives.*
ı	12.	CommunicationsOperations Reports	
		Typed report sheet for each incident report with attached copy of police report. For 1971-72 and 1975 only.	Destroy immediately.
) .			

## RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation sheet)

No. C-642
Page
No. 3 7 3

-	(Continuation sneet)	Page No. 393
Item No.	Description	Retention
13.	CommunicationsGeneral Office Reports	
	Office files for burglar alarm logs, tape records, Baltimore Gas and Electric test drill logs, NAWAS test logs.	5 years. Retain in office 2 years, then transfer to County Records Center to be held for 3 years, then destr
14.	Animal WardenGeneral Files	
	Files for daily call reports, cruelty investigation reports, statistics from animal shelter, gas tickets, vouchers and bills.	Retain in office 3 years, then destroy.
		*If County Archives not in operation, transfer to State Hall of Records.
	·	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		C647 AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE <u>i</u> of <u>14</u>	
DEFARTMENT/AGENCY	2. DIVISION Eme Operations Cente	rgency r (Civil Defense)	3. UNIT	
Delinition income delies			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	. VP METT VA MELL	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
Annual report			<u> 1954</u> то <u>1988</u>	
v. imovim printed procini i idil (	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
Original copy of annual repo	rt prepared desc	ribing activities	s of office for the	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	CENTRO	9. VOLUME	
XXLETTER SIZE D MICROFILM	a. RECORD SERIES		xSt file DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		MICROFILM REEL(S)	
BOUND BOOK D FLOPPY DISK	XIII CHRONOLOG	ICAL .	1/2 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHIO	j		
OTHER(SPECIFY)	OTHER(SPE	CIFY)	10. ANNUAL ACCUMULATION  Description of the property of the pr	
		·	1" D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
11. FILE IS USED	Øx <b>monthily</b>		S INACTIVE AFTER	
		NUMBER		
Civil Defense BuildingHal (secretary's office 1986-89	lway shelves		ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS DYES		16. AUDIT REQUIREMENTS  XIX NONE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BEIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION  Permanent. Retain in office 5 years, then transfer to County Records center and Archives.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	

(301) 475-7844

Jan Blodgett/County Archivist

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE		C642 AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 2_ OF	
DEFARTMENT/AGENCY		ergency	3. UNIT	
St. Mary's County	Operations Cente	r (Civil Defense	)	
DELINITION MECOND SERIES.	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Budget	•	·	8. EARLIEST YEAR/LATEST YEAR  1978 TO 1989	
8. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)				
Copy of annual budget proposition annual report. This propo				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
XR LETTER SIZE D MICROFILM	D ALPHABETIC	CAL	TEK FILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S)  1 D COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	xix Chronolog	CAL	NUMBER OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC			
			10, ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY) OTHER(SPEC		FILE DRAWER(S)  MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FUE PECOME	O OTHER(SPECIFY) S INACTIVE AFTER	
DAILY EXWEEKLY	□ MONTHLY	_	MONTH(S) XXYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FI Civil Defense BuildingHal (secretary's office 1988-89)	·		ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS YES		16. AUDIT REQUI	REMENTS  ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION	
□ YES 150% NO			tain in office 5 years, then cords Center and Archives.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	

(301) 475-7844

Jan Blodgett/County Archivist

C642 DEPARTMENT OF GENERAL SERVICES INSTRUCTIONS -- TYPE OR PRINT A AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 3 OF 14 (DGS 550-1) JESSUP, MARYLAND 20794 DEPARTMENT / AGENCY 2. DIVISION Emergency 3. UNIT Operations Center (Civil Defense) St. Mary's County DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR 1962 68**ro** 1989 Chronological File 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES Copies of all materials sent from the office including correspondence, memoranda, and payroll forms. 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) 9. VOLUME XXX FILE DRAWER(S) MXLETTER SIZE D MICROFILM □ ALPHABETICAL □ MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE □ NUMERICAL □ COMPUTER TAPE(S) NUMBER | OTHER (SPECIFY) BOUND BOOK DIFLOPPY DISK XX CHRONOLOGICAL AUDIO TAPE UVIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) □ FILE DRAWER(S) |" D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER DAILY D MONTH(S) XX YEAR(S) O WEEKLY DE MONTHLY NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Civil Defense Building --Hallway shelves (IF YES, SPECIFY AGENCY OR OFFICE) □ YES Q NO (secretary's office 1988-89) 15. ACCESS RESTRICTIONS **XYES** 16. AUDIT REQUIREMENTS

O YES TO NO

(IF YES, CITE LAW(S) & REGULATION(S)

17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN

Maryland Annotated Code--personnel records

BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE)

18. RECOMMENDED RETENTION

Records Center and Archives.

EXNONE - STATE - FEDERAL - INDEPENDENT

Retain for 5 years, then destroy. Retain

in office 2 years, then transfer to County

DEPARTMENT OF GENERAL SERVICES INSTRUCTIONS -- TYPE OR PRINT A AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 4 OF 14 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT / AGENCY 2. DIVISION 3. UNIT Emergency Operations Center (Civil Defense) St. Mary's County DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR <u> 1984</u> **TO** <u>1989</u> Payroll and leave sheets 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Departmental copies of payroll and leave record forms for each employee. Prior to 1984 these records were filed in the Chronological file. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME 本FILE DRAWER(S) XX LETTER SIZE D MICROFILM ☐ ALPHABETICAL □ MICROFILM REEL(S) O LEGAL SIZE O COMPUTER TAPE I NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) BOUND BOOK D FLOPPY DISK XX CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) □ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER D DAILY NUMBER D MONTH(S) XX YEAR(S) □ WEEKLY MONTHLY 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Civil Defense Building - Hallway shelves (IF YES, SPECIFY AGENCY OR OFFICE) 9sYES D NO County Finance office 15. ACCESS RESTRICTIONS **Ö**XYES □ NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) P NONE D STATE D FEDERAL D INDEPENDENT Maryland Annotated code --personnel records 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN

19. NAME AND TITLE OF PREPARER

D YES XX NO

BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE)

Retain 3 years from the year in which

RECOMMENDED RETENTION

created, then destroy.

(301) 475-7844

C642

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION Emergency Operations Center (Civil Defense)

3. UNIT

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Personnel Records -- noncurrent

5. EARLIEST YEAR/LATEST YEAR 195**4ro** 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SEPTES!

Personnel files containing copies of W-4s, letters of recommendation, displinary actions, promotion records, etc. for former employees.

7. RECORD SERIES FORMAT(S)

举 LETTER SIZE □ MICROFILM

□ LEGAL SIZE □ COMPUTER TAPE

BOUND BOOK DIFLOPPY DISK

AUDIO TAPE O VIDEO TAPE

OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

ALPHABETICAL

D NUMERICAL

☐ CHRONOLOGICAL

□ GEOGRAPHICAL

OTHER(SPECIFY)

9. VOLUME

XX FILE DRAWER(S)

□ MICROFILM REEL(S) COMPUTER TAPE(S)

OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

□ FILE DRAWER(S)

D MICROFILM REEL(S)

NUMBER COMPUTER TAPE(S)

OTHER (SPECIFY)

11. FILE IS USED

D DAILY

O WEEKLY

XX MONTHLY

12. FILE BECOMES INACTIVE AFTER D MONTH(S)

EXYEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Civil Defense -Hallway shelves

14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) O YES XX NO

15. ACCESS RESTRICTIONS O YES XX NO (IF YES, CITE LAW(S) & REGULATION(S)

Maryland Annotated Code -personnel records

16. AUDIT REQUIREMENTS

XX NONE - STATE - FEDERAL - INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE)

O YES XX NO

RECOMMENDED RETENTION

Retain 10 years. Retain in office 3 years, then transfer to County Records Center and Archives for 7 years, then destroy.

19. NAME AND TITLE OF PREPARER Jan Blodgett/County Archivist

20. TELEPHONE NUMBER (301) 475-7844

21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80.1)

# DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

PAGE 6 OF 14

DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION Emergency
Operations Center (Civil Defense)

3. UNIT

9. VOLUME

Other materials retain for 5 years after year in which created. Retain in office two years, the transfer to Records Center.

21. DATE

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

General Office Files

7. RECORD SERIES FORMAT(S)

5. EARLIEST YEAR/LATEST YEAR

1969 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES)

Office files containing Radiological reports, building maintenance information building and office construction records, printed materials.

8. RECORD SERIES SEQUENCE

₽xFILE DRAWER(S) \* LETTER SIZE D MICROFILM XX ALPHABET I CAL ☐ MICROFILM REEL(S) □ LEGAL SIZE □ COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) OTHER(SPECIFY) BOUND BOOK D FLOPPY DISK CHRONOLOGICAL AUDIO TAPE D VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) □ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER 5 EX MONTHLY XX YEAR(S) DAILY D MONTH(S) O WEEKLY NUMBER 13. CURRENT LOCATION(S) (BLDG, FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Civil Defense building - Hallway shelves (IF YES, SPECIFY AGENCY OR OFFICE) TYES TO NO 15. ACCESS RESTRICTIONS O YES **G**XNO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) NONE DISTATE DIFEDERAL DINDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE / BOFTWARE ) Blueprints/architectural data -Permanent D YES XX NO

20. TELEPHONE NUMBER

(301) 475-7844

DGS 550-4 (REVISED 2/87)

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

C642 INSTRUCTIONS -- TYPE OR PRINT A DEFARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 7 OF 14 (DGS 850-1) JESSUP, MARYLAND 20794 DEPARTMENT / AGENCY 2. DIVISION 3. UNIT St. Mary's County Emergency Operations Center DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR 1969- **TO** 1989 EMA/P&A 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES Financial records--copies of bills and vouchers paid. Organized by those receiving State or Federal funds and those non-eligible. Bills are submitted to the state and then forwarded to the federal government for funding assistance. These are used by State and local office for auditing the county's 911 expenses vs. local charges and 911 accounts. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME M FILE DRAWER(S) LETTER SIZE D MICROFILM ALPHABETICAL. □ MICROFILM REEL(S) □ LEGAL SIZE □ COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) BOUND BOOK DISK E CHRONOLOGICAL □ AUDIO TAPE □ VIDEO TAPE ☐ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) □ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER NUMBER 3 DAILY O WEEKLY MONTHLY D MONTH(S) XD YEAR(S) 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Civil Defense Building--Hallway shelves (IF YES, SPECIFY AGENCY OR OFFICE) (Secretary's office 1987-89) TYES P NO 15. ACCESS RESTRICTIONS YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) O NONE O STATE OF FEDERAL O INDEPENDENT Vouchers can contain addresses of individuals 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE Retain 7 years or until all audits are TYES OF NO completed, whichever is later. Retain in office 2 years, then transfer to County

### 19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER (301) 475-7844

21. DATE

Records Center and Archives.

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 8 OF 14 (DGS 550-1) JESSUP, MARYLAND 20794 DEPARTMENT / AGENCY 2. DIVISION Emergency 3. UNIT Operations Center (Civil Defense) Advanced LIfe Support St. Mary's County DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR 1983 **to** 1989 ALS- Advanced Life Support 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Expenditure information for the Advanced Life Support program--copies of vouchers, supply requests, etc. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME XXX FILE DRAWER(S) XX LETTER SIZE D MICROFILM □ ALPHABETICAL I MICROFILM REEL(S) 1/2 □ LEGAL SIZE □ COMPUTER TAPE D NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) BOUND BOOK D FLOPPY DISK XX CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE ☐ GEOGRAPHICAL 10. ANNUAL ACCUMULATION □ OTHER(SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) 1" D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER 3 D DAILY D MONTH(S) XX YEAR(S) WEEKLY A MONTHLY NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Civil Defense Building--G. LeDonne's office (IF YES, SPECIFY AGENCY OR OFFICE) County Finance Office XT YES D NO 15. ACCESS RESTRICTIONS O YES 16. AUDIT REQUIREMENTS X NO (IF YES, CITE LAW(S) & REGULATION(S) DANONE XX STATE O FEDERAL O INDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE Retain for 3 years or until audit requirements TYES DX NO have been fulfilled, whichever is later.

. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER 21. DATE

(301) 475-7844 Jan Blodgett/County Archivist

C647 INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTURY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 9 OF 14 (DGS 550-1) JESSUP, MARYLAND 20794 DEPARTMENT/AGENCY 2. DIVISION Emergency 3. UNIT St. Mary's County Communications Operations Center (Civil Defense) DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR Daily Logs - Communicatins <u>1967</u> **TO** <u>1989</u> 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES Logs listing each call received and dispatched through central communications. Entries contain time, type of call, location of call, who dispatched (What agency responded) and operators initials. The log also contains a 24-hour work log identifying operators on duty. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME A FILE DRAWER(S) TXLETTER SIZE " MICROFILM ALPHABETICAL ☐ MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE D NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) BOUND BOOK DISK YE CHRONOLOGICAL AUDIO TAPE U VIDEO TAPE ☐ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIFY) OTHER(SPECIFY) XX FILE DRAWER(S) □ MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER 20 DAILY O WEEKLY □ MONTH(S) XX YEAR(S) MONTHLY NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Civil Defense building--Hallway shelves (IF YES, SPECIFY AGENCY OR OFFICE) (secretary's office 1988-89 TYES RIXNO 15. ACCESS RESTRICTIONS O YES XX NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) O NONE XXXXTATE O FEDERAL O INDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN

18. RECOMMENDED RETENTION

Permanent. Retain in office 2 years, then

transfer to County Records Center and Archives.

O YES TO NO

BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 10 OF 14

DEPARTMENT / AGENCY

St. Mary's County

2. DIVISION Emergency Operations Center (Civil Defense)

3. UNIT

Communications

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE Fire Logs - Communications

5. EARLIEST YEAR/LATEST YEAR 1973 **TO** 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES!

Ledgers and spiral notebooks listing the time, unit responding, and messages (why called, when out, when arrived). Called in by the public as well as Fire/Rescue units. Some codes are used in identifying units and in the messages. These records can and are called into court as evidence and provide the most complete record of Fire/Rescue squad activities.

7. RECORD SERIES FORMAT(S)

XX LETTER SIZE D MICROFILM

□ LEGAL SIZE □ COMPUTER TAPE

BOUND BOOK D FLOPPY DISK

□ AUDIO TAPE □ VIDEO TAPE

OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

ALPHABETICAL

D NUMERICAL

XX CHRONOLOGICAL

□ GEOGRAPHICAL

OTHER(SPECIFY)

9. VOLUME

AFILE DRAWER(S)

□ MICROFILM REEL(S)

COMPUTER TAPE(S) OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

XX FILE DRAWER(S)

D MICROFILM REEL(S)

NUMBER COMPUTER TAPE(S)

OTHER(SPECIFY)

11. FILE IS USED

DAILY

O WEEKLY

XX MONTHLY

FILE BECOMES INACTIVE AFTER

5 NUMBER

□ MONTH(S)

14. IS RECORD SERIES DUPLICATED ELSEWHERE!

(IF YES, SPECIFY AGENCY OR OFFICE)

EXYEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Civil Defense Building --hallway shelves (secretary's office 1987-89)

15. ACCESS RESTRICTIONS

(IF YES, CITE LAW(S) & REGULATION(S)

contains names & addreses of individuals

17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE)

D YES DX NO

16. AUDIT REQUIREMENTS

D YES AR NO

O NONE XX STATE O FEDERAL O INDEPENDENT

18. RECOMMENDED RETENTION

Permanent. Retain in office 3 years, then transfer to County Records Center and

Archives.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER (301) 475-7844

21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

# DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE // OF /4

DEPARTMENT / AGENCY

St. Mary's County

2. DIVISION Emergency
Operations Center (Civil Defense)

3. UNIT

Communications

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
MILES/TTY Communications

5. EARLIEST YEAR/LATEST YEAR
1977 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
'IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Maryland Intrastate Law Enforcement System logs. The logs indicate calls to the center, time, operator, person requesting information, name-date of birth/sex/race/ of driver/ person suspected. This system allows for criminal checks across the State by linking agencies. Prior to joining MILES, the Communications Division used teletype (TTY requests).

7	•	RECORD	SERIES	FORMAT	( S )	

XW LETTER SIZE D MICROFILM

□ LEGAL SIZE □ COMPUTER TAPE

BOUND BOOK DIFLOPPY DISK

D AUDIO TAPE D VIDEO TAPE

OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL

D NUMERICAL

XXX CHRONOLOGICAL

□ GEOGRAPHICAL

OTHER(SPECIFY)

9. VOLUME

COMPUTER TAPE(S)

OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

XX FILE DRAWER(S)

1/2 MICROFILM REEL(S)

NUMBER COMPUTER TAPE(S)

OTHER(SPECIFY)

## 11. FILE IS USED

DAILY DEEKLY

XX MONTHLY

2. FILE BECOMES INACTIVE AFTER

UMBER -

□ MONTH(S)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

A YEAR(5)

#### 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)

Civil Defense Building --hallway shelves (secretary's office 1987-89

15. ACCESS RESTRICTIONS 8

E YES D NO

(IF YES, CITE LAW(S) & REGULATION(S)

Privacy ACt

16. AUDIT REQUIREMENTS

□ YES XXNO

O NONE STATE O FEDERAL O INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/BOFTWARE)

O YES THE NO

18. RECOMMENDED RETENTION

Permanent. Retain in office 2 years, then transfer to County Records Center and Archives.

19. NAME AND TITLE OF PREPARER
Jan Blodgett/County Archivist

**20. TELEPHONE NUMBER** (301) 475-7844

21. DATE

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 12 OF 14 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT/AGENCY 2. DIVISION Emergency 3. UNIT Operations Center (Civil Defense) Communications St. Mary's County DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR Operations Reports - Communications 1971,72**ro** 1975 6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION DOCUMENTS FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES Typed report sheet for each incident report with attached police report. Provides same information as daily log. The police statement is a duplicate. These reports are no longer created in this form. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME TFILE DRAWER(S) MXLETTER SIZE D MICROFILM □ ALPHABETICAL □ MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE D NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER (SPECIFY) BOUND BOOK DISK XX CHRONOLOGICAL AUDIO TAPE UVIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) □ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY) 12. FILE BECOMES INACTIVE AFTER FILE IS USED never D DAILY □ WEEKLY TYEAR(S) D MONTHLY D MONTH(S) NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) Civil Defense building ™XYES □ NO Daily logs 15. ACCESS RESTRICTIONS XE YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) MXNONE " STATE " FEDERAL " INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE)

20. TELEPHONE NUMBER

(301) 475-7844

. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

TYES AX NO

8/17/89

Destroy by shredding.

21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

#### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 13 OF 14

DEFARTMENT / AGENCY

St. Mary's County

2. DIVISION Emergency

Operations Center (Civil Defense)

3. UNIT

Communications

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

General Office Reports - Communications

5. EARLIEST YEAR/LATEST YEAR <u> 1977</u> **TO** 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES)

Office files containing copies of burglar alarm logs (Gives date, time, location, and remarks for each alarm received); Tape records (indicates when telephone tape was changed and by whom)' Baltimore Gas & Electric test drill logs, NAWAS test logs.

7. RECORD SERIES FORMAT(S)

EXLETTER SIZE D MICROFILM

□ LEGAL SIZE □ COMPUTER TAPE

BOUND BOOK D FLOPPY DISK

AUDIO TAPE UVIDEO TAPE

OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

XA ALPHABETICAL

□ NUMERICAL

CHRONOLOGICAL

□ GEOGRAPHICAL

OTHER(SPECIFY)

9. VOLUME

XXX FILE DRAWER(S)

□ MICROFILM REEL(S)

COMPUTER TAPE(S)

OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

□ FILE DRAWER(S)

☐ MICROFILM REEL(S)

NUMBER D COMPUTER TAPE(S)

OTHER (SPECIFY)

FILE IS USED O DAILY

15. ACCESS RESTRICTIONS

U WEEKLY

MONTHLY

TYES X XNO

12. FILE BECOMES INACTIVE AFTER

□ MONTH(S)

14. IS RECORD SERIES DUPLICATED ELSEWHERE!

(IF YES, SPECIFY AGENCY OR OFFICE)

XXX YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Civil Defense Building --Hallway shelves

(Secretary's office 1987-89)

16. AUDIT REQUIREMENTS

TYES PIXNO

XP NONE D STATE D FEDERAL D INDEPENDENT

(IF YES, CITE LAW(S) & REGULATION(S)

17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE / SOFTWARE )

TYES X NO

RECOMMENDED RETENTION

Retain 5 years from fiscal year in which created or until administrative use is completed. Retain in office 2 years, then transfer to County Records Center and archives.

19. NAME AND TITLE OF PREPARER Jan Blodgett/County Archivist

20. TELEPHONE NUMBER (301) 475-7844

21. DATE

e642 INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTURY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 14 OF 14 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT / AGENCY 2. DIVISION 3. UNIT Emergency Operations Center (Civil Defense) Animal Warden St. Mary's County DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR Animal Warden General Files <u> 1970 **TO** 1989</u> BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 6. RECORD SERIES DESCRIPTION ( IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Annual files of the Animal Warden containing daily reports of calls responded to, cruelty investigation reports (1982-83 only), statistics from animal shelter, gas tickets, vouchers paid, second copies of investigation/pickup orders. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME XX FILE DRAWER(S) XZ LETTER SIZE D MICROFILM - ALPHABETICAL I MICROFILM REEL(S) □ LEGAL SIZE □ COMPUTER TAPE D NUMERICAL □ COMPUTER TAPE(S) OTHER(SPECIFY) BOUND BOOK DIFLOPPY DISK XXXX CHRONOLOGICAL AUDIO TAPE UVIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) XX FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER D DAILY □ MONTH(S) O WEEKLY A YEAR(S) I MONTHLY : 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) Civil Defense Building --Hallway shelves TES TIME 15. ACCESS RESTRICTIONS M YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) EXNONE D STATE D FEDERAL D INDEPENDENT Privacy act 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE

20. TELEPHONE NUMBER

(301) 475-7844

created, then destroy.

Retain 3 years after fiscal year in which

21. DATE

8/17/89

Jan Blodgett/County Archivist

19. NAME AND TITLE OF PREPARER

O YES Y NO